

Code of Conduct: Online Workshops

In order to be admitted to the session all participants **must** sign up using our web form in advance.

To ensure that everyone has a safe and enjoyable experience we ask that individuals read and agree to abide by this code of conduct:

1. Login details will be provided to registered participants for this session and are intended **only** for participants who have signed up in advance to our event. In signing up for the event, all participants agree **not** to share login details with any other individual, group or public platform.
2. At the start of the session, participants may be required to turn on their cameras for supervising teachers to verify their identity. For safeguarding purposes, no one will be permitted to participate in the session without verification of their identity.
3. The session leader will close all participant cameras and mute microphones for the duration of the session. Participants agree to keep their cameras and microphones switched off throughout.
4. When using additional platforms enabling interaction and feedback during the session, participants agree to use appropriate language throughout and will refrain from making inappropriate comments.
5. Participants agree they will not attempt to request or exchange personal information with the Department of Chemistry staff, our undergraduates, or other participants including on any other social media platforms.
6. The Department of Chemistry does not generally record sessions and would always seek full permission from all participants in advance, should we intend to make a recording. All participants also agree they will **not** record our sessions.
7. In addition to the Department of Chemistry's Code of Conduct, schools may have their own agreements relating to online activity and behaviour they require their students to sign up to. Participants are reminded of this and also agree to comply with any appropriate additional guidelines or rules, outlined by the Department of Chemistry staff, specific to the particular online sessions they are taking part in – these may be verbal or written.
8. Designated school leaders and teachers take full responsibility for the behaviour of all the students in their group during our online events.

In order to protect the wellbeing and privacy of our staff and other participants, any individuals unable to follow this code of conduct will be removed from the session immediately.

Please note, our online meeting platform logs the IP of attendees and this data will be used to report abuse.

If you have any questions relating to this code of conduct, please contact us at outreach@chem.ox.ac.uk